



Division of Operations Environmental Implementation Procedure

Date: 2/11/11

Bureau: Highway Maintenance

Procedure EIP-1

Revision: 3.1

Environmental Policy

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Bureau Employees:

- Understand the policy in relation to NHDOT and Bureau-level activities, products, and services.
- Demonstrate commitment to the policy's tenets in day-to-day activities.

DOCUMENTS AND RECORDS:

- NHDOT Environmental Policy

PROCEDURE:

1. OSC and NHDOT senior management will define the organization's Environmental Policy. The Policy shall:
 - Be appropriate to the nature, scale, and environmental impacts of the organization's activities and services.
 - Include a commitment to continual improvement and pollution prevention.
 - Clearly communicate management commitment to achieving and maintaining compliance with applicable environmental law, regulation, and other requirements to which the organization subscribes.
 - Provide the framework for setting and reviewing environmental Objectives and Targets at the Bureau level.
 - Be documented, implemented, maintained, and communicated to all employees.
 - Be made available to the public.
2. The Policy is signed and approved by the NHDOT Commissioner.
3. The Policy is communicated to all employees and the public (see EIP-8: Internal and External Communication and Reporting) by OSC, the Public Information Officer, and the Bureau EMS Team. It should be posted in key locations throughout the organization and on NHDOT internal and external websites.
4. The NHDOT Hearings Examiner ensures that the current policy is the only one in use.
5. The Policy is used as the framework for setting EMS Objectives and Targets (see EIP-4: Setting Objectives and Targets), and for implementing Environmental Action Plans (see EIP-5: Environmental Action Plans).
6. The Policy should be reviewed at least annually in collaboration with Bureaus and NHDOT senior management. If the Policy is revised, complete Steps 2 – 5 above.



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PURPOSE:

The purpose of this Environmental Implementation Procedure (EIP) is to develop, implement, and communicate NHDOT's Environmental Policy.

The Environmental Policy is the overarching Environmental Management System (EMS) document that outlines NHDOT's intentions and principles in relation to its overall environmental performance. The Environmental Policy provides a framework for action and for setting environmental goals, objectives, and targets for environmental improvement.

Each Bureau will incorporate the NHDOT Environmental Policy into its EMS. In addition, it may also include a commitment statement that reaffirms its obligation to meeting the Department's Environmental Policy, and contains additional goals regarding specific Bureau operations.

RESPONSIBILITY:

Office of Stewardship and Compliance (OSC):

- Develop the policy based on NHDOT mission and values in collaboration with senior management.
- Coordinate with Bureau Administrators, the Public Informational Officer, and other appropriate personnel to communicate the policy to all Division employees.
- Periodically review policy and revise or update as needed.

NHDOT Commissioner:

- Approve and formally sign the policy, once developed/revised.
- Lead the NHDOT organization in demonstrating commitment to the policy's tenets.

Director/Bureau Administrator:

- Lead the Bureau organization in demonstrating commitment to the policy's tenets.
- Advocate that personnel under his/her supervision are aware of and understand, the purpose and content of the Environmental Policy.
- Coordinate with the Bureau EMS Coordinator and OSC to communicate the policy to Bureau employees.
- Coordinate development of a Commitment Statement.

Bureau EMS Coordinator:

- Coordinate with OSC to communicate the policy to Bureau employees.



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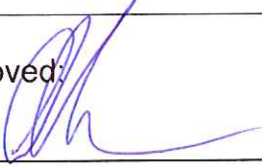
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7. OSC and the Bureau EMS Coordinator maintain all documentation and key records generated as part of this EIP in accordance with EIP-9: Documentation, Document Control, and Records Management.

Approved: 	Revision #: <u>3.1</u>
Name _____	Revision Date: <u>2/11/11</u>
<u>STATE MAINTENANCE ENGINEER</u>	Supersedes
Title _____	Revision #: <u>3.0</u>
Date <u>2/15/11</u>	

**NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
POLICY 501.01**

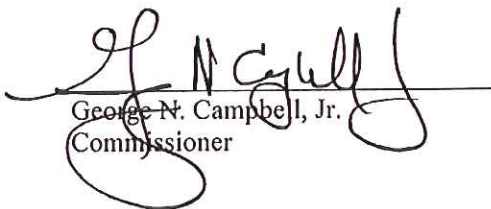
Title: Environmental Policy

Statement:

The New Hampshire Department of Transportation is the State's largest public works agency. Our activities affect the environment through land use, natural resource consumption, and transportation corridor redevelopment and maintenance activities. The Department will seek to minimize environmental impacts whenever practicable when planning, constructing, and maintaining the state's transportation infrastructure, and when providing for public safety and the economic strength of the state. We will do this by operating in compliance with all applicable laws and regulations, by utilizing best management practices in all of our activities in an effort to prevent pollution, and by promoting environmental stewardship in our programs. We are committed to continuously improving our environmental performance through regular activity reviews, and by bringing forward improvements that merit implementation for reducing or eliminating negative environmental impacts.

Comments : To support the performance of our undertakings in an environmentally responsible manner, the Department will:

- Develop, implement and maintain an Environmental Management System (EMS) that encompasses Department program functions and complies with the requirements of the International Standard Organization's ISO 14001: 2004 standard for environmental management systems;
- Utilize the EMS, with support and guidance from the Office of Stewardship & Compliance, to set objectives and targets for process improvements that can be measured and regularly monitored, and contribute to pollution prevention and protection of the state's natural resources;
- Minimize Department-generated waste by reducing, reusing, or recycling materials, and using environmentally friendly materials and products whenever practicable;
- Communicate our commitment to this policy to our employees, consultants, contractors, and other interested parties;
- Provide employees with training appropriate to their functions concerning the Department's environmental responsibilities, through the new-employee orientation process and periodic refresher training;
- Utilize an appropriate proactive public stakeholder involvement process to address environmental concerns and facilitate problem solving in a collaborative manner; and
- Make this environmental policy available to the public and all interested parties.


George N. Campbell, Jr.
Commissioner

